

Supplementary Examination Announcement

DAY CARE LICENSING REPRESENTATIVE II – 11472

Monthly Salary Range: \$4623 - \$6325

General duties: Under supervision, a Day Care Licensing Representative II performs responsible licensing, monitoring investigative and enforcement functions in the day care licensing program as formulated by the agency.

Minimum training and experience: Possession of at least a Bachelor's degree from an accredited college or university preferably with a specialization in early childhood education or child development and two years professional experience in early childhood, day care center, kindergarten, or a day care licensing program.

Knowledges tested: Interpersonal skills; written communication skills; reading comprehension skills; day care practices; knowledge of child development.

Tests and weights: Automated multiple-choice test 100%.

****NOTE:** PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

IMPORTANT NOTE: Applicants must attach a legible copy of an official (registrar issued) college transcript to their application in order to test for and receive a grade for the Day Care Licensing Representative II position title!

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Option SS-Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Cass, Champaign, Christian, Coles, Cook (SS), De Kalb, DuPage (SS), Jefferson, Jersey, Kane (SS), Kankakee, Knox, Lake (SS), LaSalle, Logan, Macon, Macoupin, McHenry, McLean, Morgan, Peoria, Rock Island, Sangamon, St. Clair, Stephenson, Vermilion, Whiteside, Will (SS), Williamson, Winnebago.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and do not represent immediate openings. This listing is based on information currently available and is subject to change.